



# Republic Of Liberia

Ministry of States for Presidential Affairs  
Capitol Hill, Monrovia, Liberia

## Invitation for Bids

Title of bid: **Provision of Personnel Health & Life Insurance Services**

Contract Identification No.: **IFB NO. MOS/NCB/QCBS/001/18-19**

The Ministry of State for Presidential Affairs (MOS) anticipates fund from employee salary cut and intends to apply same to the cost of procuring Personnel Health & Life Insurance Services as indicated in the contract package listed in the table below. The MOS will enter framework agreement with the selected Insurance Company or Companies during the Fiscal Year 2018/2019.

The MOS now invites sealed bids in the form of proposals from eligible and qualified firms for the provision of Personnel Health & Life Insurance Services during the Fiscal Year 2018/2019. Bidding will be conducted through the Request for Proposals (RFP) and Quality and Cost based selection process in accordance with procedures specified in the Amended and Restated Public Procurement and Concessions Act (PPC Act) published and approved: September 18, 2010.

Description of the Services to be provided as per the Ministry of State for Presidential Affairs requirements are as follows:

<b>1Code</b>	<b>Contract Package</b>	<b>Quantity</b>	<b>Bid Submission Deadline</b>	<b>Bid Opening Date</b>
IFB No. MOS/NCB/ 001/18-19	Provision of Personnel Health & Life Insurance Services	<b>About 1,053 Insured Employees, their spouses and two dependents each.</b>	February 4, 2019 <b>1:00 PM</b>	Immediate after bid submission on February 4, 2019 @ <b>1:00 PM</b>

All Interested eligible firms/Insurance Companies may inspect and obtain a complete set of the Request for Proposals (RFP) from the address below upon payment of a non-refundable fee of **US \$50.00** beginning January 7, 2019 from 9:30 AM to 4:00 PM daily, Mondays to Fridays.

Proposals must be submitted at the address below on or before February 4, 2019 immediate after 1:00 PM. Bid opening will be done Immediate thereafter at 1:00 PM, in the Office of the Deputy Minister for Administration on the 5th Floor of the Ministry of State for Presidential Affairs, in the presence of Insurance Companies, their representatives or those who choose to attend.

Proposals shall be valid for a period of 90 days after the deadline of Bid submission. Late proposals will be received as such but rejected and returned unopened. Electronic bidding will not be permitted.

Qualification requirements include the following:

- I. Company Profile**
- II. Articles of Incorporation (Where applicable)**
- III. Current Business Registration Certificate (Liberia Business Registry with appropriate Coding for Insurance).**
- IV. Current Tax Clearance Certificate (Liberia Revenue Authority)**
- V. Statements of past performance satisfaction from at least three (3) previous and current clients - including names and contact numbers**
- VI. Copy of CBL License (CBL/RSD/002/2013)**
- VII. Compliance with PPCC Vendor Registration procedures**
- VIII. Willingness and ability to work long hours on Saturdays, Sundays and Holidays In some cases, (as the case may be).**
- IX. CVs of one Managerial Personnel/Team Leader and at least two (2) Insurance Staff highlighting qualifications and key experience**
- X. Demonstration of superb customer service qualities at all times during interactions with the MOS, and be reachable by telephone at all times**

The Ministry of State for Presidential Affairs (MOS) reserves the right to reject or accept any bid submitted and to annul the process at any time without incurring any liability and without assigning any reason thereto.

All Submissions must be signed, sealed in an envelope and clearly marked, PERSONNEL HEALTH & LIFE INSURANCE SERVICES IFB No. MOS/NCB/QCBS/001/2018/2019, and addressed to:

**THE DIRECTOR OF PROCUREMENT  
MINISTRY OF STATE FOR PRESIDENTIAL AFFAIRS  
MINISTRY OF FOREIGN AFFAIRS BUILDING  
CAPITOL HILL, MONROVIA  
MOBILE NUMBER: +231-886540926 / +231-777-123-225  
EMAIL ADDRESS: [snoetesherman@gmail.com](mailto:snoetesherman@gmail.com)**

Signed: \_\_\_\_\_

**Snorte W. Sherman  
Procurement Director**

Approved: \_\_\_\_\_

**Hon. G. Wesseh Blamoh**  
**Deputy Minister for Administration**